

THE TOWN OF WOODSIDE IS SEEKING AN ASSISTANT TOWN MANAGER

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THE COMMUNITY

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The Woodside area is distinguished for having been the home of some of the first English-speaking settlers on the San Francisco Peninsula in the 1830's. Prior to that, Woodside was home to the Ohlone/Costanoan people who, no doubt, appreciated the mild climate, good water and abundant food supply made available by the creeks and forested valleys.

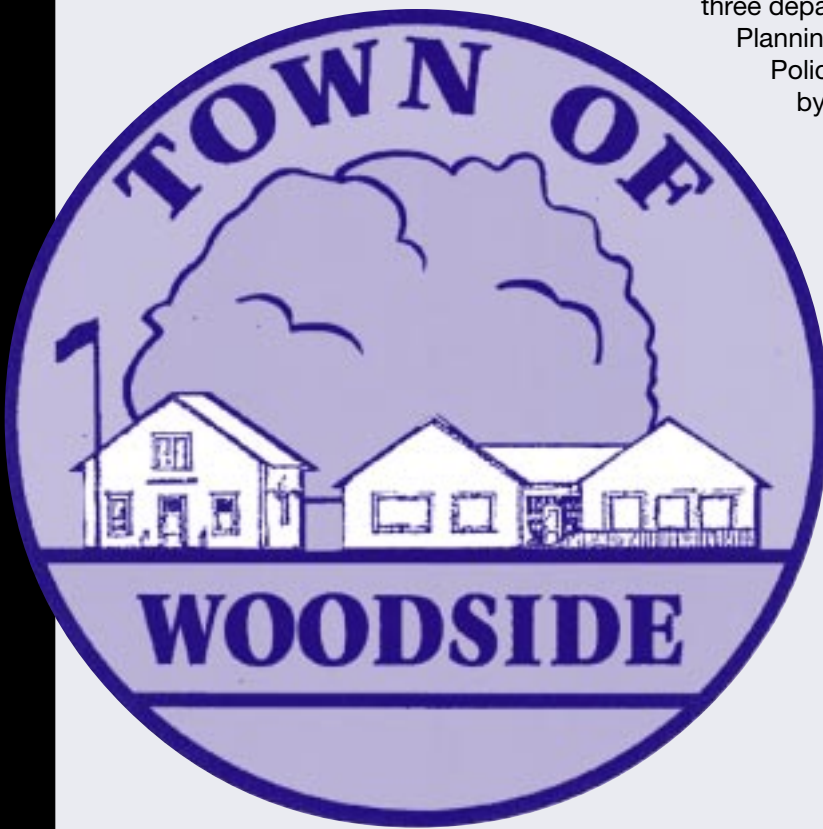
Woodside is located in San Mateo County, midway between San Francisco and San José. The Town has a population of about 5,400, covering approximately 14 square miles. Incorporation of the Town brought road maintenance, management, and planning and zoning under local control and budget, and these functions remain as the primary responsibilities of the Town government. Woodside is largely residential and is home to many Silicon Valley executives.

TOWN GOVERNMENT

Incorporated in 1956, Woodside is a General Law municipality operating under the Council-Manager plan. The Town Council is the legislative and policy-making body and is comprised of seven members elected from districts on a town-wide basis. The Town Council appoints a Town Manager and Town Attorney. All other employees are appointed by the Town Manager. The Town Council also appoints members of the seven-member Planning Commission and the seven-member Architectural and Site Review Board. There are nine citizen volunteer advisory committees, as well.

The Town government has approximately 19 employees in three departments: Administration and Finance, Planning and Building Regulation, and Public Works. Police and Fire services for Woodside are provided by the San Mateo County Sheriff's Department and the Woodside Fire Protection District, respectively. The 2006-07 Town budget is \$12.5 million, including a general fund budget of \$6.3 million. Major sources of estimated General Fund revenue are: Property Tax (\$2.1 million), Sales Tax (\$350,000), Fees and Permits (\$800,000) and Revenue from Other Agencies (\$525,000). The General Fund enjoys a healthy reserve that is in excess of fifty percent of operating revenues (over \$3 million).

Town operations are directed from a rustic Town Hall that was built in 1990, as a companion to the historical Independence Hall where Town Council meetings are held. It was originally built in 1884.



ADMINISTRATION AND FINANCE DEPARTMENT

The new Assistant Town Manager will direct the activities of the Administration and Finance Department, which provides support to the Town Council, handles all aspects of the Town's financial management, and provides administrative support to the other operating departments. The Department has a \$1 million budget and is staffed by five full-time employees, including the Town Manager, Assistant Town Manager, Town Clerk, and two Administrative Technicians. Two part-time receptionists also provide support to the Department. The services of the Town Attorney, who is hired on a contractual basis, are also provided from this Department.

CURRENT ISSUES AND PRIORITIES

The Assistant Town Manager is a newly created position, added by the Town Council in recognition of the many projects and activities under the direct control of the Town Manager. Besides providing day-to-day support to the Town Manager, the new Assistant will either manage or be involved in the following projects and activities:

- Operation of the Town's first park and sport field facility (scheduled to open in September of 2007)
- Implementation of a town-wide Fire Management Plan
- Development and implementation of a "Sustainable Woodside" program
- Coordinating and overseeing the Town's eight volunteer committees
- Investigating the feasibility and desirability of "webcasting" Town meetings

IDEAL CANDIDATE

The new Assistant will report directly to the Town Manager and will be responsible for the management of the Town in her absence. The Assistant Town Manager will be an integral part of a dynamic team of professionals who are dedicated to the excellence of government and customer service in this small, upscale, and picturesque Town. The ideal Assistant Town Manager candidate should be able to effectively administer a variety of town-wide programs and administrative activities. Strong communication skills, as well as, experience with budget and financial management are highly desirable. The successful candidate must possess the ability to interact professionally and personally with the public and clearly articulate the Town's municipal code requirements, and capably manage multiple priorities with a focus on customer service and responsiveness to customer needs. In addition, high energy, good judgment and problem solving skills will be viewed favorably for this position.

Education and Experience

A Bachelor's degree from an accredited college or university in business or public administration, public policy, political science or a related field and seven years of experience in municipal government administration are required. A Master's degree in a related field is desirable.

Personal Attributes

In addition to the qualities and qualifications previously articulated, the talent and characteristics of the Town's first Assistant Town Manager will also include:

- Visionary; able to provide a fresh perspective
- Capably engages and educates the public
- Utilizes diplomacy and tact when dealing with external stakeholders, many of whom have a very high level of service expectations
- Exhibits a team orientation
- Effective relationship builder

- Strong leadership abilities
- Demonstrates considerable initiative and resourcefulness; is proactive
- Computer literate
- Capable of motivating staff
- Possesses strong analytical skills
- Exercises exceptional judgment
- Well developed political acumen
- Independently manages administrative job functions

COMPENSATION AND BENEFITS

The salary is negotiable, depending upon the skills and qualifications of the selected candidate (approximately \$136,000 at top of range). The Town offers a strong benefit package that includes:

- Retirement – Town paid PERS 2.5% @ 55 formula
- Health – Town pays full coverage for employee and \$150 toward coverage for dependents
- Dental – Town pays full coverage for employee
- Vision – Town pays full coverage for employee
- Leave benefits – Generous personal leave (24 days per year) and holiday leave (ten days per year, plus three floating holidays per year)
- Additional benefits include Life Insurance, Long Term Disability, Short Term Disability, Bereavement Leave, Jury Leave, Tuition

APPLICATION AND SELECTION PROCESS

The final filing date is Friday, June 22, 2007. To be considered, please submit a detailed resume, cover letter, three work-related references and current salary to:



Christine Iams or Amy Day
 CPS Executive Search
 241 Lathrop Way
 Sacramento, CA 95815
 Tel 916 263-1401
 Fax 916 561-7205
 Email: resumes@cps.ca.gov
 Website: www.cps.ca.gov/search

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to a preliminary interview conducted by the consultants in late June / early July. It is currently anticipated that interviews with finalists will occur in July and that an appointment will be announced thereafter, following extensive reference and background checks.

For additional information, please view the Town's website: www.woodsidetown.org